

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0628543**
POSITION NO: **242996**
POSITION TITLE: **Veterinary Aide**

DATE POSTED: **03/14/14**
CLOSING DATE: **03/27/14**

DEPARTMENT NAME / WORKSITE: **Agriculture / Veterinary & Livestock Program / Tse Bonito, NM**

WORK DAYS: Mon-Fri	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: Y55A
WORK HOURS: 8am-5pm	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ 18,075.20 PER ANNUM
	SEASONAL: <input type="checkbox"/> Duration: _____	\$ 8.69 PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

DUTIES AND RESPONSIBILITIES:

Assists veterinary mobile staff by providing basic treatment and procedures, including injections, wound dressing; supports surgical team during surgical procedures; assist in preparing animal, equipment and instruments for surgical procedures; restrains animals for examination and anesthesia induction; monitors patients before, during and after surgery to ensure appropriate recovery; follows cleaning protocol for prevention of infectious disease; organizes, cleans and sterilizes surgical instruments and packs; cleans and rewraps all surgical packs for surgical team; places newly wrapped packs in the autoclave for sterilization.

Sets up tables, cages and canopy at each mobile site; prepares examination or treatment room; performs intake and discharge of surgical patients; keeps mobile unit stocked with supplies; maintains a clean environment; removes trash, debris, feces at site set up; cleans, disinfects cages, work areas and surgical equipment.

Drives veterinary mobile unit; maintains mobile unit and generator; checks tires, fluids, and gasoline level for mobile unit and generator; performs generator maintenance checks and operation: checks and maintains electrical power adaptor AC connections; maintains mileage log, mobile unit and generator maintenance log; may assist in educating clients on responsible animal care pre and post-surgery and the importance of following discharge instructions.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma or GED and six (6) months work experience handling animals in a veterinary clinic or closely related environment.

Preferred Qualifications:

- One (1) year of work experience providing technical, medical and/or other assistance in a veterinary clinic or closely related environment.
- An Associate's degree in Agriculture, Animal Sciences, Agronomy, Horticulture, Animal Health Technology or pre-veterinary course work or a closely related field.

Special Requirements:

- Possess a valid state driver's license. • Two letters of recommendation documenting veterinary experience with a clinic or hospital.

To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

Basic knowledge of animal health, nutrition and treatment. Knowledge of basic care and treatment techniques utilized by veterinarians and other animal health care providers. Skill in maintaining effective working relationships with others, team oriented and able to work in a high volume mobile clinic setting.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.